

## EXHIBIT A



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Step 1: After logging on to MAPS Procurement, click on FILE, THREE WAY MATCH, INVOICES, INVOICE. Click on MODIFY, CLEAR to erase the data in all fields. Step 2: To create the invoice ...

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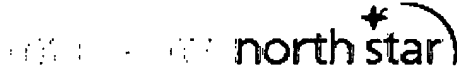
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Tip: Separate unrelated proper names with a comma.

Example: Bill Gates, Steve Jobs

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